

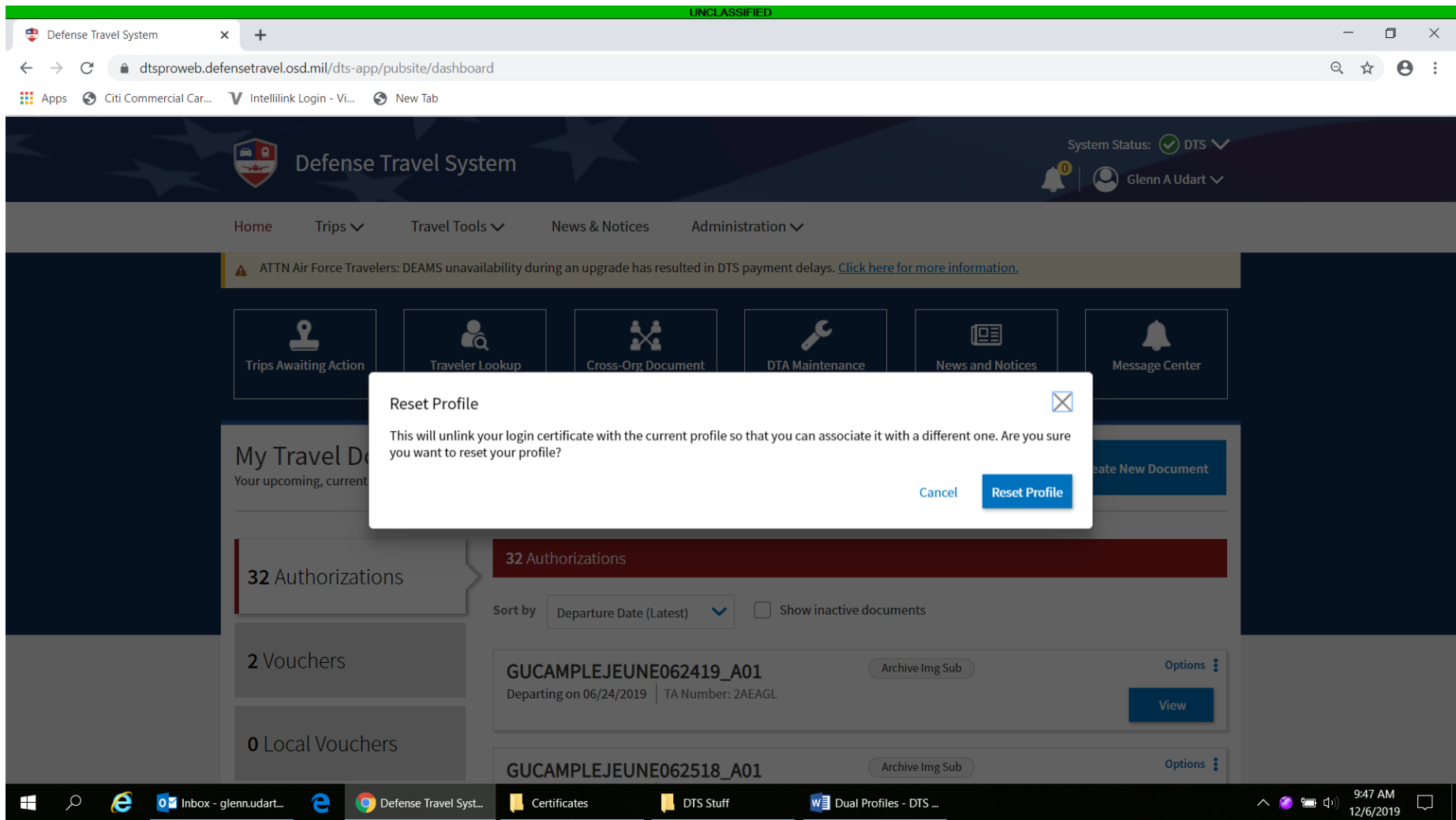
Switching between Active Duty/Civilian/Contractor-(DTS Role Holder) & Military Reserve Account (Oct 2021)

1. You can normally utilize one Common Access Cards (Civ/Mil) to access multiple DTS accounts. Once logged in to DTS, the process is the same to switch between any account type. To begin, click the dropdown arrow next to your name and click the “RESET PROFILE” button as shown below. **If the “RESET PROFILE” button does not display below your name, you only have one DTS account built.**

Note: Pay attention to the “Organization” listed below your name. USMC Policy does not allow reserve “R” profiles to reside in non-reserve (Non-R) organizations. They should remain in the Reservists HTC DTS Organization. All reserve organizations must contain the letter “R” at the end of the “Organization” name. In the **EXAMPLE** shown below, the profile is the non-reserve profile, residing in a Non-R organization.

The screenshot displays the Defense Travel System (DTS) dashboard. At the top, the system status is "DTS" with a green checkmark. The user's name, "Glenn A Udart", is shown in the top right corner. A dropdown menu is open, showing the user's profile information: "Last sign on: Fri Dec 06, 2019 at 07:10 AM", "Organization: DM6105MCCDCHQCOMP DTS", "Organization Access: DM", "Group Access: DM", and "Permissions: 0 | 1 | 2 | 3 | 4 | 5 | 6". The "Reset Profile" button is highlighted in blue and has a red arrow pointing to it. Other options in the menu include "My Profile" and "Log Out". The main dashboard area shows "My Travel Documents" with a summary of "32 Authorizations", "2 Vouchers", and "0 Local Vouchers". A list of travel documents is visible, including "GUCAMPLEJEUNE062419_A01" and "GUCAMPLEJEUNE062518_A01". The bottom of the screen shows the Windows taskbar with various open applications and the system clock at 9:34 AM on 12/6/2019.

- DTS will prompt you to confirm you want to reset the user ID (As shown below). Click the “RESET PROFILE” button. DTS will automatically terminate the session associated with the account you are currently logged on with.



- Click the “Home” button in the upper left corner to display the “Log In to DTS Page”.

- To activate/switch to your Reserve Profile, click the Log In button, accept the policy and ethics, and enter your CAC PIN when prompted. When the “Activate account” page is displayed, enter your 9-digit SSN (No dashes or spaces), **AND** place a check mark in the block to the left of “Member of the Reserves/National Guard”, then click “Activate account” (as shown below).



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Defense Travel System

dtsproweb.defensetravel.osd.mil/dts-app/pubsite/dashboard

System Status: ✔ DTS

Activate account

 → 

It looks like this is your first time logging into DTS. Your user account needs to be activated before you can create travel documents.

Social Security Number
.....

Verify Social Security Number
.....

Member of the Reserves/National Guard

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5. Once logged into the system, click on your name and it should display your Reserve Organization name ending with an “R” (as shown below). To further validate you are working with your “R” account, click on the “My Profile” link under your name. Your personal information should be displayed and you can verify the profile has an “R” at the end of your SSN, i.e ###-##-1234R.

If the system generates a login error such as “The Account is locked or cannot be found”, it is because the other profile is in a detached state and must be received into an organization before login is successful.

The screenshot shows the Defense Travel System (DTS) dashboard. At the top, the system status is 'DTS' with a green checkmark. The user is logged in as 'Glenn Udart'. A dropdown menu is open, showing the following information:

- Last sign on: Mon Feb 25, 2019 at 09:42 AM
- Organization: DM6105MCSCHQR (highlighted with a red arrow)
- Organization Access: None
- Group Access: None
- My Profile
- Reset Profile
- Log Out

The main dashboard area includes a navigation bar with 'Home', 'Trips', 'Travel Tools', and 'News & Notices'. Below this is a warning banner: 'ATTN Air Force Travelers: DEAMS unavailability during an upgrade has resulted in DTS payment delays. [Click here for more info](#)'. The dashboard features several tool buttons: 'Per Diem Rate Lookup', 'Distance Calculator', 'Routing Chain Lookup', and 'Cross-Org Document Lookup'. The 'My Travel Documents' section shows '0 Authorizations', '0 Vouchers', and '0 Local Vouchers'. A large red bar indicates '0 Authorizations' and a message states 'You have no trip authorizations.' A 'Create New Document' button is visible in the top right of this section.

6. To return to your other DTS account, simply repeat the process but do NOT check the block labeled “Member of the Reserves/National Guard”.

7. To ensure you are utilizing the correct DTS Profile for travel, one must familiarize themselves with the “DTS Reserve Guide” located under the REFERENCES section at: <https://www.quantico.marines.mil/Resources/Defense-Travel-System-DTS-/References/>. The guide explains different types of reserve travel orders and the correct DTS Profile to utilize, based on the reserve orders type you are dealing with.